

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Cook Specialist I	OFFICE/BRANCH/SECTION Maintenance / 655 Caples Lake	
WORKING TITLE Cook	POSITION NUMBER 910-650-2184-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under direction of a Supervising Cook 1, the incumbent prepares, assist with plans, and dispenses food and all duties related to working in a kitchen.

**TYPICAL DUTIES:**

Percentage Essential (E)/Marginal (M) <sup>1</sup>	Job Description
50% E	Prepares, cooks and dispenses balanced menus from the basic food groups for large groups of employees, while providing hospitable dining environment.
30% E	Assist in planning menus, requisition of supplies; receive, inspect, store and inventory supplies; assist in maintaining such records for inventories
20% E	Cleans kitchen, washes dishes and maintains all areas of kitchen (and dormitory as needed) in a clean and sanitary condition, including restrooms public areas of dormitory, etc.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**

Employee will receive supervision from a Supervising Cook I in charge of the assigned facility and a Caltrans Area Superintendent. Will receive some training from other members of the crew.

**KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS**

Knowledge of principles, procedures, and equipment used in the storage, care, preparation, cooking, and dispensing of food in large quantities; kitchen sanitation and safety measures used in the operation, cleaning and care of utensils, equipment, and work areas; food handling sanitation; food values as well as nutritional and economical substitutions within food groups; principles of effective supervision and instruction and working with assistants and helpers; food accounting and keeping records and preparing reports.

Ability to prepare and cook all food groups and use appropriate equipment; judge food quality; plan work schedule and prepare and follow menus, recipes and formulas; determine food quantities necessary for groups of varying size, instruct and work with assistants; keep records and prepare reports; analyze situations accurately and adopt an effective course of action.

Ability to work effectively alone or with others.

Must be able to analyze various work situations accurately and make sound decisions.

**RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR**

If proper methods are not used in food preparation it could mean replacement of facility kitchen equipment at great expense to the State of California. Errors in judgment regarding safety practices in kitchen could result in health injuries

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to our employees and or to self.

### PUBLIC AND INTERNAL CONTACTS

Required to maintain good relations with members of the public and employees from the same and other departments within Caltrans, as well as other agencies. May have contact with other public agencies and private individuals almost daily in the course of assignment. Employee is expected to maintain a favorable public image for the State.

### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Personal cleanliness; good sense of smell and taste; and freedom from communicable diseases. Employee will be required to bend, stoop, climb, kneel, reach, push, pull sit and stand for long periods of time. Overtime may be required, and vacations may be restricted, during peak times. The workload is subject to frequent substantial and unexpected changes. Must be able to develop and maintain cooperative working relationships.

### WORK ENVIRONMENT

While at the base of operation, the cook will work in a climate-controlled facility under artificial light. However, due to periodic problems with out side of facilities work in outside cold and heat extremes may be required. Employees will be required to work at high elevation

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

SUPERVISOR (Signature)

DATE